

2009

September

2009

## \*CIVIL SERVICE BENEFIT CUT-OFFS\*

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Cutoff to key PARs to reflect correct rates for non CoBen employees for current month deduction	5
6	7 HOLIDAY	8	9	10 Cutoff for Dental, Vision, and Flex Elect forms to be received by SCO for a current month deduction and to retain a standard effective date of 10-1-09 for Flex Elect  Cutoff for Bond forms to be received by SCO for a current month deduction	11 Cutoff to key PARs to reflect new Vision & Basic Life, Vision changes into & out of R06, and Dental changes between basic & enhanced updates for a current month deduction	12
13	14 3:00pm cutoff to key HDB-12s to ACES for a current month deduction and any retroactive adjustments	15 Cutoff for Miscellaneous Deduction forms (Parking, Long Term Disab., etc.) to be received by SCO for a current month deduction	16 3:00pm cutoff to key HDB-12s to ACES for a current month deduction (retro-active adjustments will process next month)	17 Cutoff to key PARs to reflect correct CoBen deductions (including R18) for current month	18 Cutoff to key PARs to reflect R05 CHPDIP updates for a current month deduction	19
20	21	22 MASTER PAYROLL CUTOFF	23	24	25	26
27	28	29	30			